



DEPARTMENT OF THE NAVY

NAVAL SUPPLY SYSTEMS COMMAND

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MECHANICSBURG PA 17055-0791

NAVSUPINST 3590.1C

SUP 40

MAR 28 1997

NAVSUP INSTRUCTION 3590.1C

Subj: AMERICAN PETROLEUM INSTITUTE (API) AWARD

Encl: (1) API Trophies and Commemorative Plaque Photographs  
(2) Eligible Activities  
(3) Evaluation Categories and Guide

1. Purpose. To identify and recognize operating excellence in fuel management and fuel handling operations at U.S. Navy and U.S. Marine Corps (USMC) activities.

2. Cancellation. NAVSUPINST 3590.1B. This instruction has been revised significantly and must be reviewed in its entirety.

3. Background. The American Petroleum Institute (API) is an internationally recognized trade organization for the petroleum industry. It sets standards and provides technical direction for all aspects of petroleum production, refining, measurement, and fuel handling on a worldwide basis. The API Award Program is under the sponsorship of that organization.

4. Policy. The Commander, Naval Supply Systems Command via the Navy Petroleum Office (NAVPETOFF), administers the API Award Program. The program is divided into three award categories: Category I, Navy Bulk Fuel Terminals; Category II, Navy Aviation Fuel Activities; and Category III, Marine Corps Fuel Activities.

5. Awards. The award period is 1 January through 31 December of a given year. Awards are presented annually covering the performance period 1 January through 31 December of the preceding year. The winner in each category is presented a trophy for display until the next award period and a commemorative plaque for permanent display (see enclosure (1)) and a letter of recognition is presented to the command. Likewise, the runner-up in each category is recognized and presented a commemorative plaque and a letter of recognition.

6. Eligibility Criteria. All U.S. Navy terminals, Marine Corps bases/air stations, and fuel handling activities such as Base Operating Services and Alongside Aircraft Refueling Contract operations are eligible to compete for the award. Enclosure (2) is a list of Navy and Marine Corps fuel activities that are eligible to participate in the award program. Activities that received a less than satisfactory rating in

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Supply Management Assessments or similar command inspections during the evaluation period, and activities that have caused a major accident, incident, or fuel spill during the evaluation period are not eligible to compete in that award cycle.

7. Nominating Procedures. Annually, during the month of October, NAVPETOFF will promulgate an invitation to participate in the award program. Activities desiring to compete shall forward a concise self-appraisal via their Type Commander or major claimant. Marine Corps activities will submit appraisals through their appropriate chain of command to Headquarters U.S. Marine Corps (HQ USMC), Code LPP-2.

a. Self-appraisals submitted by the participating activities shall be in a standard 2-inch thick, or less, three-ring binder and limited to 11 pages of text and no more than 10 pages of supporting documentation such as photographs, letters of recognition, special achievements, etc. The self-appraisal should address all the major areas of petroleum operations stated in enclosure (3). Special emphasis should be placed on those tasks that are performed outside the range of normal day-to-day operations.

b. Each self-appraisal package shall include, on a separate page, the full name, rank/grade, phone and fax numbers of the Fuel Officer, Supply Officer, and Commanding Officer plus a mailing/street address (no box number) to which the API trophy can be mailed.

c. Major claimants will select the top contender from each category and forward the name and package to NAVPETOFF to compete in the final selection process. HQ USMC's Deputy Chief of Staff for Installation and Logistics will select the top two Marine Corps contenders and forward the names and packages, ranked in order, to the NAVPETOFF for the final selection process. The packages of all finalists must arrive at NAVPETOFF not later than the last day of February following the 12-month period of consideration.

8. Selection Procedures. At NAVPETOFF a team of fuel specialists will evaluate and rate all nomination packages forwarded by the major claimants and HQ USMC. Final evaluation will be based upon outstanding contributions to the Navy/Marine Corps fuel mission during the rating period as well as overall satisfactory performance in all areas of petroleum management, environmental protection, and any other significant accomplishments. The two activities in each category with the highest scores may be selected for an on-site visit by NAVPETOFF. Visits to Marine Corps activities will be done jointly by fuel specialists from NAVPETOFF and HQ USMC. On-site visits are

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conducted to validate self-appraisal data and observe first-hand facilities and operations. If no site visits are scheduled, the activity in each category with the highest score will be declared the winner and the second activity, the runner-up.

9. Award Presentation and Custody. NAVPETOFF will arrange with the winning activity for the presentation of the API trophy at an appropriate ceremony. The trophy will remain in the custody of the winning activity until requested for presentation at the next award ceremony. The winning activity should prominently display the API trophy to attract maximum military and public notice. Care shall be exercised at all times to preserve the trophy for future presentations. The activity in possession of the trophy will be asked to repack and reship the trophy (per instruction provided by NAVPETOFF) in sufficient time to prepare the trophy for presentation to the next winner.

10. Time Table. All actions should be completed by the end of the period specified. Late submissions are not accepted.

October	of the current award period. NAVPETOFF notifies and solicits inputs from commands and eligible activities for the current year's award. (The award period is 1 January through 31 December.)
January	following the award period. Activities forward self-appraisals to major claimant via respective Type Commander for evaluation and nomination to NAVPETOFF. Marine Corps activities will submit appraisals through their appropriate chain of command to HQ USMC, Code LPP-2.
February	Major claimants and HQ USMC forward top contenders from each category to NAVPETOFF for consideration in final selection process.
March/April	NAVPETOFF evaluates all inputs and selects the winner in each category. The selection process may include a site visit.
April/May	NAVPETOFF formally announces the winner in each category and coordinates award presentations.
May	• NAVPETOFF presents the awards.

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11. Questions, comments, and recommendations should be addressed to:

Navy Petroleum Office  
8725 John J. Kingman Road, Suite 3719  
Fort Belvoir, VA 22060-6224  
DSN 427-7358, 703-767-7358;  
FAX extensions -7329 or -7389

or

Director, Marine Corps Petroleum Training  
Marine Corps Detachment  
Fort Lee, VA 23801  
DSN 687-2775, 804-734-2775  
FAX extension -2779



**R. M. MITCHELL, JR.**  
Commander

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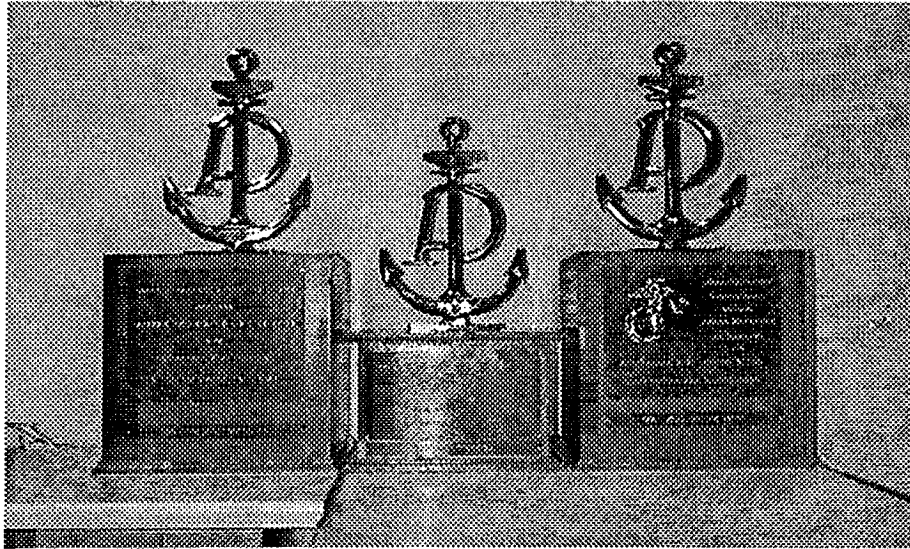
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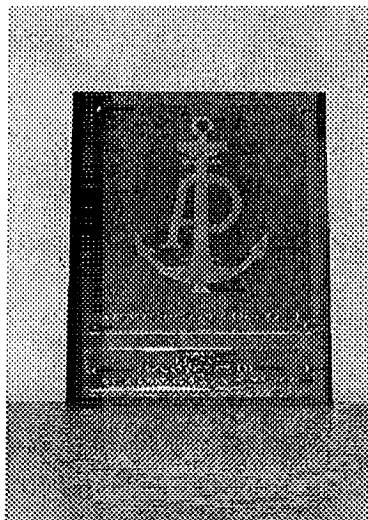
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API TROPHIES AND PLAQUE



Picture #1: API Trophies for Category I, Navy Marine Bulk Fuel Terminals; Category II, Navy Aviation Fuel Activities; and Category III, Marine Corps Fuel Activities.



Picture #2: Commemorative plaque presented to the winner in each category for permanent display. (Plaque for runners-up not shown)

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ELIGIBLE ACTIVITIES

**CATEGORY I - NAVY BULK FUEL TERMINALS**

CINCLANTFLT

NAS Keflavik  
NAVSTA Guantanamo Bay  
NAVSTA Rodman  
NAVSTA Roosevelt Roads

CINCPACFLT

NAVSUPPFAC Diego Garcia

CINCUSNAVEUR

NAVSTA Rota

CNET/CNATRA

NAS Pensacola

COMNAVSUPSYSCOM

FISC Guam  
FISC Jacksonville  
FISC Norfolk  
FISC Pearl Harbor  
FISC Puget Sound  
FISC San Diego  
FISC Yokosuka (Sasebo Detachment)  
FISC Yokosuka (Tsurumi Detachment)

**CATEGORY II - NAVY AVIATION FUEL ACTIVITIES**

CINCLANTFLT/COMNAVAIRLANT

NAS Brunswick  
NAS Cecil Field  
NAS Jacksonville  
NAS Key West  
NAS Mayport  
NAS Norfolk  
NAS Oceana

CINCPACFLT/COMNAVAIRPAC

NAF Adak  
NAF Atsugi  
NAF El Centro  
NAS Barbers Point

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NAS Fallon  
NAS Lemoore  
NAS Miramar  
NAS North Island  
NAS Whidbey Island  
PACMISRANFAC Barking Sands

CINCUSNAVEUR

NAS Sigonella  
NAVSUPPAC Souda Bay

CNET/CNATRA

NAS Corpus Christi  
NAS Kingsville  
NAS Meridian  
NAS Whiting Field

COMNAVAIRSYSCOM

NAS Patuxent River  
NAVAIRWPNSTA China Lake  
NAVAIRWARCENACDIV Lakehurst  
NAVAIRWPNSTA Point Mugu

COMNAVRESFOR

NAF Washington DC  
NAS Atlanta  
NAS Dallas  
NAS New Orleans  
NAS Willow Grove

**CATEGORY III - USMC FUEL ACTIVITIES**

USMC/COMCABEAST

MCAF Quantico  
MCAS Beaufort  
MCAS Cherry Point  
MCAS New River

USMC/COMCABWEST

MCAF Camp Pendleton  
MCAS El Toro  
MCAS Tustin  
MCAS Yuma

USMC/COMMARCORBASESPAC

MCAS Futenma  
MCAS Iwakuni  
MCAS Kaneohe Bay

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USMC/COMMARFORLANT

MCB Camp Lejeune  
MCLB Albany  
MCRD Parris Island

USMC/COMMARFORPAC

MCAGCC 29 Palms  
MCB Okinawa/Camp Butler  
MCLB Barstow



**EVALUATION GUIDE**

The following is a list of **major** and minor areas of interest with major areas shown in bold print. All major areas should be addressed in the self-appraisal brochure. Minor areas listed are not all inclusive and only five are shown under each major area to serve as "memory joggers" in preparing the self-appraisal package. There is no limit on the number of minor areas that may be addressed in the brochure.

1. **DEPARTMENT ADMINISTRATION AND MANAGEMENT**
  - Mission, assignments, special support, etc.
  - Manpower, equipment, facilities, etc.
  - Inspections, audits, technical assistance visits, etc.
  - Reference material, instructions, checklists, etc.
  - Energy conservation, product recovery, etc.
2. **FUEL OPERATIONS/MISSION SUPPORT**
  - Products and amounts handled
  - Organizations/activities supported
  - Number of refuels performed, response times, etc.
  - Vehicle inspection and maintenance procedures
  - Checklists, logs, instructions, etc.
3. **INVENTORY CONTROL AND ACCOUNTING PRACTICES**
  - Inventory practices and procedures, etc.
  - Gain/loss analysis and inventory reconciliation
  - Accounting and billing procedures, etc.
  - Product recovered, money saved, etc.
  - Reports, audits, etc.
4. **QUALITY SURVEILLANCE**
  - Formal quality surveillance program, etc.
  - Sampling and testing procedures, etc.
  - Test result, logs, records, etc.
  - Laboratory facility, housekeeping, etc.
  - Equipment availability, condition, etc.
5. **FACILITIES/EQUIPMENT MAINTENANCE, REPAIR, AND UPKEEP**
  - Planned Maintenance System (PMS)
  - Inspections, documentation, corrective actions, etc.
  - Publications, checklists, logs, etc.
  - Records and reports
  - Corrosion control, product identification/markings, etc.
6. **FACILITY PLANNING AND PROJECT EXECUTION**
  - Facility Inspection Program (FIP)
  - Military Construction (MILCON) projects

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- Maintenance, Repair, and Environmental (MRE) projects
- Deficiency identification, reporting, follow-up actions
- Emergent projects

**7. TRAINING**

- Indoctrination and apprenticeship programs, etc.
- Driver/equipment operator certification/proficiency programs, etc.
- Supervisory, recurring and specialized training
- Records and documentation
- Availability of reference and training material/equipment

**8. SAFETY**

- Annual industrial hygiene surveys, etc.
- Spill prevention and controls, etc.
- Evacuation and emergency procedures, etc.
- Training, drills, and documentation
- Availability and condition of personnel protection and lifesaving equipment (eyewashes, showers, etc.)

**9. FIRE PREVENTION AND PROTECTION PRACTICES**

- Training received/given, drills conducted, etc.
- Fire prevention and control program/plans, etc.
- Availability/condition of fire-fighting equipment, etc.
- Contact with local fire department/agencies, etc.
- Zone inspections, alarm/reporting procedures, etc.
- Training received/given, drills conducted, etc.
- Inspections/visits by other agencies and results, etc.
- Any project/initiative to protect the environment, etc.

**10. ENVIRONMENTAL MANAGEMENT**

- Spill Prevention, Control, and Countermeasures (SPCC) Plan
- Oil and Hazardous Substance Contingency Plan

**11. SIGNIFICANT ACCOMPLISHMENTS**

- Self-help and special projects, operations supported, etc.
- Reclamation, resource/money-saving projects, etc.
- Letters of appreciation, awards, decorations, etc.
- Community support/relations, etc.
- Any task that is outside the extent of routine operation